

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Interdepartmental Permit Coordination for New Construction Projects

Seattle Department of Transportation (SDOT) and Department of Planning and Development (DPD) have responded to the Mayor's executive order to align the permitting process for private development at DPD and right-of-way development at SDOT. The new process improves communication and coordination between city departments. It is effective as of September 12, 2006.

The new process allows applicants to:

- Obtain a consolidated report with different City departments' analysis and requirements,
- Avoid late identification of costly design requirements,
- Reduce gaps and contradictory information from different departments,
- Learn about street improvement requirements prior to applying for construction permits,
- Reduce conflicts between building plans and street improvement plans,
- Better scope and plan project budgets and plans.

Overview of the Coordination Process

The new process will align DPD's and SDOT's permitting process at the pre-submittal phase of the building permit. Key components of the process are:

- Applicants will submit a new DPD Preliminary Application form instead of the Address Records Worksheet (ARW).
- SDOT review fee of \$375 will be collected for new construction projects with submission of the DPD application.
- Submitted project information will be routed to all impacted departments (DPD, SDOT, Seattle Public Utilities (SPU), Seattle City Light, Parks and Recreation, Department of Neighborhoods) for gathering project requirements.

- A consolidated list of city requirements will be sent to applicants in the form of a Preliminary Permit Application Requirements Report, which lists street improvement requirements, drainage requirements, and other City requirements.
- Applicants will be required to submit a Street Improvement application with appropriate plans and deposit for SDOT acceptance prior to the DPD intake appointment or during the DPD review phase, depending on the size of the project (explained in section below titled *What are the Plan Submittal Requirements for SDOT, Street Improvement Plans?*). SDOT will screen the plan within three (3) working days of submittal and notify DPD of its plan acceptance decision.

The Forms

- New SDOT CAM 2206 (this document) and updated SDOT CAMs 2200 and 2201,
- New SDOT Ready For Formal Circulation Checklist.
- New DPD Preliminary Application form instead of the Address Records Worksheet (ARW),
- New DPD site plan requirements outlined in updated CAM 103,
- New DPD CAMs 100 and 205, and updated CAM 101 provide guidelines for specific project types.

What Services Does SDOT Provide During The Presubmittal Phase?

SDOT services to coordinate projects in the presubmittal phase include:

- Early review of project information,
- Provision of permitting and fee information for work in the public rights-of-way (ROW),
- Initial evaluation of requests for exception from ROW improvement requirements and related recommendations for DPD land use planner action,
- Response to DPD notification for projects that meet any ROW improvement criteria,

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- Research of data and assembly of key standards and requirements for the work in the public ROW,
- Completion of an initial assessment of the ROW impacts from SDOT and SPU as part of the new Preliminary Permit Application Requirement Report. This initial assessment may identify the need for a Street Improvement permit and plans or for one or more over-the-counter permits,
- Documentation of decisions, recommendations or requirements in the permitting tool for conveyance to applicants,
- Participation in resolution of disagreements in technical and policy matters during the presubmittal phase,
- Attendance at the presubmittal conference when requested by DPD.

SDOT's pre-submittal review is based on the information included in the enhanced site plan submitted to DPD. Pre-submittal coordination does not include Street Improvement plan review that occurs during design guidance or formal plan circulation.

What are the Plan Submittal Requirements for SDOT, Street Improvement Plans?

Category 1 projects require street improvement plans to be submitted to SDOT prior to the DPD intake appointment. **Category 2** projects require street improvement plans to be submitted to SDOT prior to the beginning of DPD's second plan review (correction) cycle (or prior to building permit issuance if there is only one correction cycle).

Category 1 projects include SDOT small projects and medium projects without grading, road width changes, or new drainage, as follows:

Small Project: A project with no revisions to the curb location (if existing); and requires any or all of the following: driveways, catch basin/ inlet/ maintenance hole adjustment or replacement, removal of existing driveways, new curb ramps, replacement of curb and/or sidewalk that is less than a block, minor paving associated with curb replacement, alley widening less than 2 feet, and/or street trees.

Medium Project: In addition to small project improvements, a project, without grading, road width changes, or new drainage, that requires any of the following: paving, replacement of curb and/ sidewalk for the whole block face,

new or relocation of curb, new appurtenance for drainage (catch basin/ inlet/ maintenance hole), street lighting, new sidewalks, and/or conduit and handhold installation.

Category 2 projects include SDOT large projects and medium projects with grading, road width changes, or new drainage, as follows:

Large Project: In addition to small and medium project improvements, a project that requires any of the following: new public storm drain, new public sewer main, new water main, water quality vault, detention, swale, new/revision to traffic signals, Environmentally Critical Areas evaluation, and/or retaining walls in the ROW. (Note that very large projects, with shoring and excavation, have special phased submittal requirements. Refer to DPD's CAM on phased projects for more detail.)

Medium Project: The same as medium projects for Category 1, but including road/ alley grading, and/or road width changes and/ or new drainage.

How Is My Street Improvement Plan Screened For Acceptance?

When a street improvement application and plan set is submitted to SDOT for formal review, SDOT will screen the plan set for acceptance within three (3) working days of submittal. A checklist, titled *Ready for Formal Circulation Checklist* is used in this screening process, located at http://www.seattle.gov/transportation/stuse_docs.htm. Your plan set must meet the criteria identified in this checklist to be accepted. (Refer to SDOT CAM 2201 for further detail on the drafting standards section of this checklist).

Once accepted, SDOT will notify DPD that the intake appointment or second correction cycle may begin. After acceptance, your street improvement plans will begin the six-week formal review process. Refer to SDOT CAM 2200 for a description of the overall process for street improvement applications.

When and How is the New Interdepartmental Coordination Fee Collected?

The Interdepartmental Coordination fee will be collected by DPD when the DPD preliminary application form is submitted. The SDOT fee is \$375.

This fee covers the time that SDOT will spend review-

ing the site plan, coordinating any street improvement issues with DPD, and giving permitting information to the client. This will allow SDOT to provide earlier guidance to applicants on decisions within SDOT's jurisdiction and lessen the likelihood of conflict later in the review process. This fee does not cover permit issuance fees, plan review, site visits, or inspections.

This fee applies to applicants requesting new construction permits from DPD. New construction is defined as a new principal structure that is being built from the ground up. New construction does not include a new accessory structure, such as a new garage for a Single Family house, a new storage shed, or a new addition.

The applicant will receive an initial assessment of the ROW impacts from SDOT and SPU as part of the new Preliminary Permit Application Requirement Report. This initial assessment may identify the need for a Street Improvement permit and plans or for one or more over-the-counter permits.

Can I Opt Out of SDOT's Pre-Submittal Phase Review?

An opt-out option is available for applicants who do not want an assessment to be completed by SDOT or SPU.

Applicants who opt out are expected to fully understand their ROW requirements and are required to sign an opt-out request. Applicants must acquire all required SDOT and SPU permits that are related to the development of the property. Applicants must adhere to the street improvement plan submittal timing and requirements outlined in this CAM.

Satisfying the public infrastructure requirements is a condition for DPD's Consistently Prepared Applicant program.

The opt-out option is not available for applicants who are requesting street improvement exceptions.

For applicants who opt-out, the new Preliminary Permit Application Requirement Report will not include SDOT's and SPU's assessment. There is a risk of discovering project design requirements later in the permitting process. There may be consequences of the decision to opt out, such as permitting delays, increased chance of redesign, and additional project costs.

Applicants who opt-out will not pay the new \$375 fee.